



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

<b>POSITION:</b>	<b>FINANCIAL SERVICES ADMINISTRATOR</b>
<b>DEPARTMENT:</b>	<b>DISBURSING OFFICE</b>
<b>SUMMARY:</b>	See Attached Position Classification
<b>SALARY RANGE:</b>	<b>\$46,955 - \$72,780</b>
<b>CONTACT:</b>	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
<b>POSTING DATE:</b>	<b>December 8, 2008</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>December 22, 2008</b> Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.  <b>* New * E-mail your submission to <a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a>. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.</b>  All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



## FINANCIAL SERVICES ADMINISTRATOR

### NATURE OF WORK

This is administrative work providing benefits, payroll, cash processing and other administrative and financial services to Senate Members and staff. Work includes assisting customers with guidance and advice regarding payroll, benefits and financial procedures of the Senate. Work is bound by federal laws, regulations, Senate policies, and office policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the immediate supervision of the Financial Services Manager.

### ESSENTIAL FUNCTIONS

In-processes all new Senate staff; provides detailed information and explanations regarding pay and various retirement programs, life and health insurance benefits, Thrift Savings Plan (TSP), Flexible Spending Accounts (FSA) and making changes to elected benefits; reviews all Senate appointments for accuracy and resolves discrepancies with office managers; determines employment eligibility of non-citizens.

Counsels separating employees about continuing health insurance, procedures and impact of requesting refunds of retirement contributions, Thrift Savings Plan and unemployment compensation application procedures.

Receives forms and documents for various Disbursing departments and ensures documents comply with applicable statutes, rules and regulations.

Explains fundamental principles, practices and procedures for conducting official administrative and financial business with the Disbursing Office; controls the release of personal information about Members to authorized individuals; and ensures protection of private personnel, payroll and voucher data.

Assists Members, office managers and staff with income tax withholding inquiries; explains possible TSP ramifications; performs calculations and provides estimates for various withholding scenarios; advises office managers on procedures for requesting salary adjustments and handling payments of shared employees.

Issues travelers checks to Members and authorized employees; and maintains check inventory; provides notary service; maintains cash drawer and petty cash fund; processes statutory cash advances and repayments; reconciles and secures money in the vault; makes currency requests and business transactions with banks.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT



Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary, but may require extended periods of prolonged standing and extensive mobility in serving customers. May also require bending, twisting, and carrying items under 25 pounds such as books, papers, small parcels, etc.

## **MINIMUM QUALIFICATIONS**

Work requires a High School Diploma or G.E.D. with one to three years of benefits/personnel experience; or any combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of the laws, regulations, and procedures regarding federal retirement programs, group life insurance, health benefits, the Thrift Savings Plan and Flexible Spending Accounts.

Knowledge of Senate financial management operations, methods, precedents and procedures and payroll regulations.

Knowledge of applicable computer databases and systems.

Ability to resolve and handle confidential, difficult or sensitive matters or materials.

Ability to use computer and relevant computer software packages.

Ability to work with numbers and verify and substantiate accounting data.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships

Ability to deal with others using tact and diplomacy.

Ability to work efficiently under pressure.

Ability to communicate effectively, both orally and in writing.

## **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Notary Public.